

CODIB-D-118/2
10 October 1967

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: CODIB Members

SUBJECT: Proposed Revision of Federal Microfiche
Standards

1. The attached copy of a letter from the Chairman of the COSATI Panel on Operational Techniques and Systems is circulated for your information. It indicates the action taken by the COSATI Panel regarding the CODIB recommendations contained in CODIB-D-118/1, 1 March 1967.

2. We do not plan any further action on this subject unless a member proposes that some action be taken.


Secretary

Attachment:
As stated

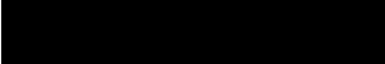
STATINTL

182

FEDERAL COUNCIL FOR SCIENCE AND TECHNOLOGY
COMMITTEE ON SCIENTIFIC AND TECHNICAL INFORMATION
EXECUTIVE OFFICE BUILDING
WASHINGTON, D.C. 20506

28 September 1967

STATINTL Panel on Operational Techniques and Systems


Chairman
Committee on Documentation
U.S. Intelligence Board
Washington, D. C. 20505

Dear Paul:

The COSATI Panel on Operational Techniques and Systems and the Subpanel on Micro Media have given careful consideration to the comments on Section H, Special Instructions for Classified and Unclassified-Limited Distribution Documents of the Federal Microfiche Standards, Second Edition, December 1965, which were supplied in your letter of 1 March 1967, Serial No. CODIB-D-118/1. Of the recommendations and suggestions offered, four were adopted, two were rejected, and a decision on one was deferred until it could be taken up with another section of the Microfiche Standard.

I have enclosed a draft copy of the account of our reasons for accepting or rejecting each of your committee's recommendations or suggestions which will be submitted to COSATI with our proposed revision of Section H.

A copy of the revised Section H is also enclosed. Your attention is called to two other changes which were made in response to comments made by Mr. Walter Carlson at the COSATI meeting of December 1966. The first is the elimination of the restriction against putting Top Secret material on microfiche. The second is the inclusion of a disclaimer of intent to limit the functions of any Federal agency or official under Executive Order No. 10501.

Please express my appreciation to your Committee for excellent comments they contributed on our proposed Section H.

Sincerely yours,

for 
Chairman

Attachment:

a/s Approved For Release 2002/01/03 : CIA-RDP80B01139A000300130001-6

25X1A

The CODIB Recommendations Concerning Section II, Special Instructions for Classified and Unclassified-Limited Distribution Documents of the Federal Microfiche Standards, Second Edition, December 1965.

The following is an account of the recommendations and suggestions with respect to the Proposed Revision to Section II and the reasons for accepting or rejecting each:

1. "Navy indicates that the accession number and security classification are placed on the top right-hand side of existing 70 mm x 100 mm Standard Data Base Chips which are utilized in their Integrated Operational Intelligence Centers. It recommends placement of these elements in positions A-10 thru A-12 rather than in A-1 and A-2 on microfiche in order to enhance compatibility."

This recommendation was rejected. It is a regrettable fact that two well-established practices exist in the placement of the accession number, one using the upper left corner and the other using the upper right corner. In the field of scientific and technical literature the option has been for the upper left corner. This choice is reflected in the National Microfilm Association's Microfiche Standard Specification, paragraph 5.2, and the Military Specification, MIL-M-38748, Microfiche; for Engineering/Technical Data, Reports, Studies and Related Data, Requirements For, paragraph 3.10.3.1, as well as in the Federal Microfiche Standard. The Navy appears to agree that the security classification should be close to the accession number. It is believed that this is the corner first looked at by handlers of scientific and technical microfiche. It was further considered that the number of times that any holder would want to intermingle Standard Data Base Chips and microfiche would be small, and therefore the incompatibility of these media is not a serious matter.

2. "CODIB believes that minimum size should be specified for these markings on microfiche. In the absence of such size specification, the criterion "legible without magnification" will be subject to varying interpretation. This could constitute a security hazard comparable to that of non-standard placement of markings. A minimum height of 3 millimeters, single-stroke, upper case, vertical, bold-face type is recommended for security classification markings and for dissemination, use control, and downgrade markings. Allocation of additional space for this purpose is deemed justifiable."

In spite of its obvious merit it was felt that this suggestion should not be adopted. The principal reason was the desire to

leave the determination of size and type format to the individual agency or department to permit accommodation of system and security requirements which might be peculiar to that organization. It was felt, also, that the wording "legible without magnification" was consistent with the guidance provided in Executive Order No. 10501 (section 5, paragraph e) in the related area of marking classified photographs, films and recordings. These media are to be marked "conspicuously and appropriately," and the interpretation of these words is left to the individual agency or department.

3. "CODIB also recommends that markings to indicate dissemination and use controls, such as those which appear in DCID 1/7 for use in conjunction with intelligence and intelligence information, be utilized rather than abbreviations thereof. This should preclude possible misinterpretation of abbreviations by microfiche disseminators and recipients."

It was agreed that the Standard should not appear to offer authorization to abbreviate security markings. However, this was recognized as an area placed in the jurisdiction of the originating agency by Executive Order No. 10501. The revised wording of the last sentence of paragraph 2 of Section H reflects this position.

4. "Further, CODIB recommends that the space allocated on Sheet 1 for indicating security classification and for use control, and downgrade markings also be provided on trailer sheets. This could best be done by starting images in Row B rather than in Row A as presently called for in Section F of the Federal Standard. According to Air Force, this is a commonly accepted practice by a majority of agencies using microfiche to store classified information."

This recommendation was tabled. The matter of placing document images in Row A of the trailer microfiche will be examined as part of a reconsideration of Section F of the Federal Microfiche Standard. The omission of downgrading or declassification information on the trailer microfiche has been continued as permissive.

5. "Also the control problems incident to placing Top Secret and Registered documents on microfiche may require additional space on the microfiche for recording of Top Secret and Registered document control numbers and other appropriate instructions. CODIB recommends that space be allocated on microfiche for such controls."

It was recognized that space for control information for highly classified material was needed. Paragraph 8 of the revised Section II allocates spaces A-11 and A-12 for this purpose.

6. "Finally, Army notes that Public Law 89-487 concerning availability of information to the public bears on so-called UNCLASSIFIED-LIMITED DISTRIBUTION documents. The effective date for the public law is 1 July 1967."

It is felt that the spaces allocated to security markings can also be used for whatever special markings may be developed for the implementation of Public Law 89-487.

7. "Army also indicates that DoD 5200.1 is being revised and that the classification CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED will be eliminated."

A call to the DoD Directorate for Classification Management confirmed this information. Examples of the "Confidential-Modified Handling Authorized" markings were consequently removed from the draft.

Proposed Revision to Federal Microfiche Standards
Second Edition, December 1965.

H. SPECIAL INSTRUCTIONS FOR CLASSIFIED AND UNCLASSIFIED-LIMITED
DISTRIBUTION DOCUMENTS

1. All paragraphs in Section D, E, and F, above, apply to classified and unclassified-limited distribution documents.
2. The security classification and other security markings pertaining thereto shall appear legible without magnification on Row A of microfiche sheet 1, beginning below the document number which appears in Grid Areas A-1 and A-2, and making optimum use of horizontal and vertical space to occupy the entire grid area. No abbreviations of security markings except those authorized for use by the issuing agency shall be applied to the microfiche.

Examples:

SECRET

SECRET

SECRET
RESTRICTED
DATA

FORMERLY
RESTRICTED
DATA

3. Bibliographic information shall be placed in Row A of microfiche sheet 1, following instructions in paragraph E4 above beginning with Grid Area A-3. It shall be legible without magnification. The downgrading, or declassification group marking, may be abbreviated, e.g., GP-1, and will be placed in Row A immediately above Grid Areas B-3 and B-4. Distribution coding of the issuing agency may be abbreviated and will be placed immediately above Grid Areas B-11 and B-12, in the lower portion of Grid Areas A-11 and A-12.
4. Grid Area B-3 of microfiche sheet 1 shall contain the following notice, in micro-image and in negative form:

The classified or limited status of this document applies to each page thereof unless otherwise marked. Separate page printouts MUST be marked accordingly. If it appears that an individual page should bear a lower classification, contact the originator of the document for specific downgrading authority.

OFFICIAL USE ONLY

5. The cover, title page, or other document identification of the original document shall be filmed in negative form in Grid Area B-4 on microfiche sheet 1.

Exception: When the notice quoted in paragraph H.4, above, can be combined with the cover or title page, that cover or title page may be filmed in Grid Area B-3.

6. Succeeding pages of the original document shall be filmed in negative form and be located in numerical sequence from left to right, beginning with the first vacant available grid area in Row B on microfiche sheet 1.
7. For documents requiring trailer sheets, the following shall be placed in Grid Areas A-3 and A-4. The security classification applicable to the documents, plus, in the case of classified documents, other appropriate markings, i.e., SECRET FORMERLY RESTRICTED DATA, etc.

The marking shall be legible without magnification and make optimum use of horizontal and vertical space of Grid Areas A-3 and A-4. The downgrading or declassification group marking need not be shown on trailer sheets.

8. If preparing microfiche for Top Secret reports, A-11 and A-12 may be utilized for security controls.
9. The provisions of Section II shall not limit the functions of any Federal agency or officer under Executive Order No. 10501.

OFFICIAL USE ONLY